

License Application Guidelines and Checklist

Application Type: Restaurant, Coffee Shop, and Dining Room

DEFINITION: A food establishment with 13 or more seats and no beverage alcohol. If an establishment has 12 or fewer seats, a [Food Manufacturer License](#) is required. **Restaurant, delicatessen.** An establishment which sells ready-to-eat foods, in bulk or individual servings, primarily for consumption off the premises, and is not a fast food restaurant. **Restaurant, sit down.** An establishment engaged in the preparation and retail sale of food and beverages, which is characterized by table service to customers and is not a delicatessen restaurant, fast food restaurant or nightclub. **Restaurant, fast food.** An establishment whose design or principal method of operation includes five (5) or more of the following characteristics: (1) A permanent menu board is provided from which to select and order food. (2) Customers pay for food before consuming it. (3) A self-service condiment bar is provided. (4) Trash receptacles are provided for self-service bussing. (5) Furnishing plan indicates hard finished stationary seating arrangement. (6) Most main course food items are substantially prepared or cooked on premises and packaged in individual, non-reusable containers. Any restaurant with a drive-through facility shall be considered a fast food restaurant.

Staff Initials	APPLICATION CHECKLIST - COMPLETE AND SUBMIT FOR STAFF REVIEW Minneapolis Development Review 250 South 4 th Street, Room 300 - Minneapolis, MN 55415 Free Parking .
	<input type="checkbox"/> 1. License Application (Form #1)
	<input type="checkbox"/> 2. Floor Plan: Attach an 8 1/2" by 11" copy of a floor plan/scaled diagram with square footage showing the design of the premises to be licensed. Include the location of the building(s), the portion of the building intended to be used, and both the interior and outdoor areas. See sample Form #2.
	<input type="checkbox"/> 3. Certified Food Manager: If you employ a Certified Food Manager, attach a copy of your MN Dept of Health certificate. <input type="checkbox"/> I currently do not employ a Certified Food Manager.
	<input type="checkbox"/> 4. Attach the following from the applicant and each owner, partner, officer, shareholder and Certified Food Manager (if employed). <input type="checkbox"/> A copy of a driver's license or state identification card <input type="checkbox"/> Data Privacy (Form #3) <input type="checkbox"/> Criminal History Report which may be obtained from www.cch.state.mn.us/New Criminal History Search or the State of Minnesota, Bureau of Criminal Apprehension, 1430 Maryland Ave E. St. Paul, MN, 651-793-2400. This report must be dated within 30 days of receipt of this application. Anyone who is not a resident of Minnesota must contact the state in which they reside to obtain a criminal history.
	<input type="checkbox"/> 5. Equipment: Attach photos and copies of equipment specifications. This is required if you have a new kitchen or if you are adding or updating any equipment in your kitchen. <input type="checkbox"/> N/A. No changes in equipment.
	<input type="checkbox"/> 6. Menu: Attach a copy of the menu and/or list of food items available for sale.
	<input type="checkbox"/> 7. \$_____ Food Plan Review Fee \$_____ License Fee plus New License Surcharge

Additional Information

- Certified Food Manager:** The [Minnesota Food Code](#) requires a food establishment to employ one full-time Certified Food Manager within 45 days of opening.
- Your License Application:**
 - Incomplete applications will be returned. All applications must be signed by an owner, partner, or principal.
 - No license will be issued for a period longer than one year. Licenses are not transferable.
 - Make a duplicate copy of this packet for your personal records before submitting. [Minnesota Sales Tax ID Number](#) or 651-296-6181.
 - If you are applying for multiple licenses, applications may be combined. Talk to License Staff at 300 Public Service Center.
- Information in Other Languages:** Yog xav paub tshaj nos ntxiv, hu 612-673-2800. Macluumaad dheeri ah, kala soo xiriir 612-673-3500. Para mas información llame al 612-673-2700.
- Vending Machines:** This license permits two free vending machines located on the premises if they are owned and maintained by the licensee. Additional machines require a [vending machine license](#).